

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CRIMINAL HISTORY RECORDS SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future positions located at the Department of Justice, Division of Law Enforcement Services, Crime Information Bureau, which function as Criminal History Records Supervisors. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions located at the Department of Justice's Crime Information Bureau, which is the central repository for arrest and conviction records for the State of Wisconsin. Positions allocated to this classification function as first-line supervisors for Criminal History Records Specialists in the Support Services, Criminal Records, or Firearm Hotline Units, and must meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which do not supervise positions performing administrative and program support functions relating to the receipt, input, maintenance, retrieval, and provision of accurate criminal history records information for a majority of the time.
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

E. Definition of Terms

Criminal History Record Information (CHRI)

A history of an individual's contacts with Wisconsin law enforcement agencies. CHRI is created by the entry of data from fingerprint cards and the disposition of information to an automated system, or the electronic submission of this information directly to the automated system. This information is then available for use by criminal justice agencies and other requestors as the person's "criminal record."

Support Services Unit

This unit provides centralized mail handling and file maintenance support services for other functional areas within the Crime Information Bureau. It is the initial point for receipt and review of all fingerprint cards and disposition information. Staff assigned to this unit perform the following types of functions: process criminal history records source documents for arrest information and identification into the automated criminal history data base; convert archived criminal history records to an electronic format; create, locate, and retrieve file folders; and open, sort, and route incoming mail for all sections of the Bureau.

Criminal Records Unit

This unit is responsible for accurately inputting information from fingerprint cards and disposition information into an automated system to create criminal history record files. The unit is also responsible for verifying and/or correcting data input by external users. Staff assigned to this unit perform the following types of functions: enter criminal history record information into a data base; assemble, copy, and file identification documents; review and verify source documents and court dispositions; contact contributing agencies to obtain complete and accurate identification and/or arrest information on fingerprint cards and dispositions which do not meet quality control requirements; and perform records maintenance.

Firearms Hotline Unit

Wisconsin law requires a background check of all individuals that wish to purchase a handgun. The firearms hotline unit provides background checks and determines the eligibility of prospective handgun purchasers. Staff assigned to this unit perform the following types of functions: perform background checks of all individuals that wish to purchase a handgun from gun dealers and analyze information to determine eligibility of prospective handgun purchasers based on Wisconsin law.

II. DEFINITION

CRIMINAL HISTORY RECORDS SUPERVISOR

This is responsible work related to the supervision of criminal history records functions. Positions allocated to this classification provide first-line supervision of Criminal History Records Specialists within one or more of the following Crime Information Bureau units: Support Services, Criminal Records, or Firearms Hotline. These supervisory positions are responsible for hiring, training, assigning, and reviewing the work of unit staff; developing and updating necessary policies and procedures for the

efficient processing of work; implementing changes in processing to meet shifting needs or program goals; coordinating work with other units within the Crime Information Bureau; advising bureau/division management on program development, research, planning, budget, fiscal, personnel, and equipment needs of the unit; and preparing various statistical reports. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to describe positions which supervise criminal history records functions for the Department of Justice's Crime Information Bureau. This classification replaces the Criminal History Records Supervisor 1, 2, and 3 classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented classifications.

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